

# U.S. GOVERNMENT BANKCARD (VISA) INSPECTION CHECKLIST

DATE OF REVIEW

CARDHOLDER

ACTIVITY/DIRECTORATE/COMMAND

APPROVING OFFICIAL

- |  |     |    |    |
|--|-----|----|----|
| 1. Has the installation/activity resource manager established a funding cite for each purchase card account and has adequate funds been committed up-front for each cardholder?                      | YES | NO | NA |
| 2. Does unit/activity cardholder check mandatory source of supply prior to making purchases?   | YES | NO | NA |
| 3. Does cardholder rotate purchases among qualified vendors?   | YES | NO | NA |
| 4. Does approving official review each cardholders statement of account (SOA) to ensure that local purchases authority was received from the functional managers prior to purchase? (DOL, DOIM, DPW) | YES | NO | NA |
| 5. Have cardholders and approving officials attended mandatory training on IMPAC procedures prior to accounts being activated?   | YES | NO | NA |
| 6. Are requirements being split to avoid the \$2500.00 Single purchase limit? (FRAGMENTATION)  | YES | NO | NA |
| 7. Is the overall documentation adequate to support contract files?  | YES | NO | NA |
| 8. Is there evidence of credit card use by anyone other than the cardholder?   | YES | NO | NA |
| 9. Any purchase of items prohibited by the TRADOC SOP or local supplements?  | YES | NO | NA |
| 10. Is there a valid appointment letter in the files? (issued after 1998)  | YES | NO | NA |